



The BASO Connection

September 2003 ♦ Distributed monthly by the Business & Administrative Systems Organization

About This Newsletter

The BASO Connection is a monthly newsletter dedicated to working in the systems supported by the Business and Administrative Systems Organization (BASO) in HQ Code CF. Initially, the primary focus of this newsletter includes Core Financial (SAP, Business Warehouse, and P-Card) and Travel Manager. In the future, the content will expand to include additional systems supported by the BASO (e.g., Budget Formulation) as they are implemented.

It's That Time of Year!



Happy End of Fiscal Year! As you might imagine, fiscal year close is a busy time for the Core Financial System. The Competency Center will be releasing more details about system availability during year-end activities very soon. Here's some advance notice on what to expect:

SAP Downtime

SAP will be down for approximately the first two weeks in October for year-end activities. During that time users will not have access to the production version of SAP.

Business Warehouse Availability

The latest word from the Competency Center is that Business Warehouse (BW) will pull the last set of changes from SAP on Saturday, October 4th. BW will continue to be accessible, but the data will

remain static until Monday, October 20th, when data loads from SAP are resumed. So, from October 4th through the 17th, BW will only contain data that is current as of October 4th.

Be on the lookout for additional updates as year-end activities get underway! You can also check the IFMP outage calendar on the OLQR – see the last page of this newsletter for more information.






BW Can Help!

Business Warehouse (BW) can help you plan ahead for FY04. BW is a valuable resource in monitoring your budget, commitments, obligations, costs, and/or disbursements. Pull up your report daily, weekly, or monthly with the simple click of a button. Contact the BASO for assistance in customizing your report at 358-IFMP, Rm 4R49.

In This Issue

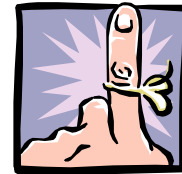
- **It's That Time of Year!**
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Out with the Old...

	Travel Query (Unrestricted by Travel Doc Types) - *TO BE DELETED 09/30/2003*
	Travel Query (Org View Rest by Travel Doc Types) - *TO BE DELETED 09/30/2003*
	Travel Query (Unrestricted Trav. Doc Type) - <u>*REVISED VERSION*</u>

...and in with the **NEW BW TRAVEL QUERY!** The BW Travel query has been updated and improved. Effective immediately, please use the new *Travel Query (Unrestricted Trav. Doc Type) *REVISED VERSION**. This query provides information on expenditures from your Code's travel budget including: division, traveler name, authorization number, commitments and disbursements.

Remember to delete your old Travel Bookmark and re-create it using the new query!



Is Your BW Account Going to Waste?

Fact: Approximately 50% of registered BW users have never logged into the system.

Fact: BW is a powerful tool that can be used to analyze financial data across the agency.

Fact: The BW Team is available to provide one-on-one training as well as specialized workshops for groups of 3-6 people. Call the BASO to request training (358-IFMP).



Are Your Travel Documents Going Nowhere?

If you see the status "ADJUSTED" for a travel document in Travel Manager, this means your document is stuck in place and needs an additional signature to move to the next step in the routing list. Take the following steps in Travel Manager to figure out whose signature is required:

1. From your document list in Travel Manager, click on the icon for the document in ADJUSTED status.
2. If a Document Version List appears, click on the document that says "ADJUSTMENT**" (note the double asterisk).
3. In the Document Summary screen, click the "Document Status" link on the left menu bar.
4. The Status screen appears. Look under "Document Routing" – this lists the name of the person who needs to sign the document and which status they need to apply.
5. If your name is listed under Document Routing, go ahead and sign and stamp the document to move it along. Otherwise, you must contact the designated person to log into Travel Manager and sign the document.

Questions? Call the BASO!

Navigating the OLQR Jungle

The On-Line Quick Reference (OLQR) has so much Core Financial information, and it can be overwhelming. Here are some things to remember when navigating the OLQR.

Menu Paths



Most OLQR menus follow the same basic path. From the home page, you can select the Functional/Business Area in which you're interested. This takes you to a Sub-Processes menu. Clicking on any of the sub-processes takes you the corresponding Activities, and clicking on an activity will take you to the step-by-step procedure. For example, if you're looking for the procedure to create a purchase requisition, you would follow the path:

- Purchasing (Functional Area)
- Initiate Purchase Requisition (Sub-Process)
- Create/Maintain Purchase Requisition (Activity)
- Step-by-step procedure

The Contents pane on the left displays your navigation path and allows you to jump to any point with a simple click.

Search and Glossary Functions



Sometimes the OLQR menu paths can be confusing if you're not sure exactly what you're looking for. Here's where the Search and Glossary functions can be helpful. These can be accessed via the tool bar at the top of the page. The Search function allows you to search the entire OLQR for documents and procedures containing a specific word or phrase.

The Glossary can be helpful if you run into terminology you don't recognize.

Job Aids



OLQR job aids provide helpful tips, reference lists, and crosswalks. From the Home page, click on any Functional Area, and then click on the Job Aids icon at the top of the Sub-process menu to view the available job aids for that area.



OLQR procedures and job aids are constantly being updated – be sure to check online before you rely on an old hard copy!

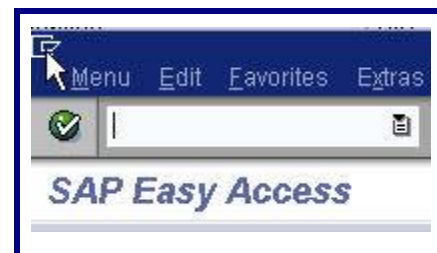
Did You Know?



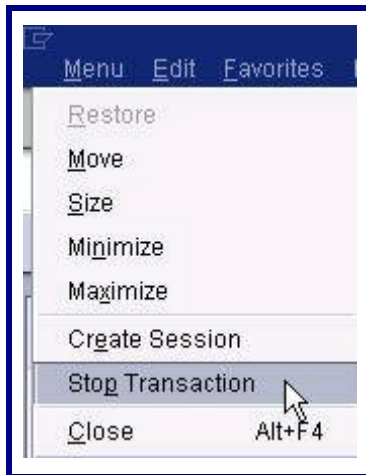
Stop That Transaction!

If you have a transaction churning in SAP, and want to stop it, here's a way:

1. In any SAP screen, click the icon at the top left corner.



2. Select "Stop Transaction" in the pop-up menu.



Working Late? Check the Outage Calendar!

The OLQR has an outage calendar that lists IFMP system downtime and outages. Make sure to check this if you're planning on working late or over the weekend. This calendar will also be updated soon with the outages concerning year-end activities. To access the outage calendar:

- Go to <http://olqr-cf.ifmp.nasa.gov>.
- On the home page, click on the small grey 'Help' button below 'Cost Management.'
- Select 'IFMP Outage Calendar' from the pop-up menu.
- Click on any of the outage items to view a more detailed description.

BASO Contacts

The BASO, housed within HQ Code CF provides support functions for Core Financial, Travel Manager and Business Warehouse report development.

BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

Core Financial Business Process Leads

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Erica Rabbit at erabbit@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.